

**Tasking Memorandum No.** 00-090

**Memorandum For** DEFENSE CONTRACT MANAGEMENT DISTRICTS

**Subject:** Facilities Space Utilization and Reporting

**Date:** January 4, 2000

**Suspense Date:** January 20, 2000

**Target Audience:** Office of Installation and Telecommunications Services

**Requirement(s):**

- Districts are under the purview of DLAR 5305.2, Space Management and Reporting, which requires annual Administrative Space Assignment and Use Summary reports (DLA Forms 662) to ensure that space assignments are in accordance with allocation standards.
- The basic DLA Form 662 has been modified to incorporate additional factors and a quarterly report is required for the planning and budgeting process. This is critical in order to ensure that the facility budget requirements are included in the annual and POM budget cycles, and for reporting against the DCMC performance goal.
- Districts should include the following additional information in future report submissions beginning with the report due January 20:
  - Facility ZIP code
  - Number of parking spaces
  - Number of employees on board
  - Authorized military
  - Number of tenant employees on board
  - Total employees
  - Annual cost (commercial, Federal, DoD, other)
  - Lease expiration date
  - Status codes
  - Date waiver approved
- Data contained in DLA Form 662s will be used to report against FY 00 Performance Goal 2.1.9.
- The PLAS process code for this activity is 211.

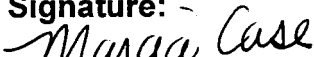
**Point of Contact for Further Information:**

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**Signature:**



MARCIA CASE

Director

DCMC Resource and Organizational Management

Attachment

Revised reporting format

DCMD\_ Facility Listing  
Quarter and date

[illegible]